

DOR  
6.005

DORN SCHUFFMAN, DEPARTMENT DIRECTOR

CHAPTER Human Resources	SUBCHAPTER Employee Rights and Procedures	EFFECTIVE DATE 8/15/2002	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Employee General Rights		AUTHORITY 630.050,RSMo	HISTORY See below	
PERSON RESPONSIBLE Deputy Director, Human Resources			SUNSET DATE 7/1/2006	

**PURPOSE:** Prescribes rights of department employees.

**APPLICATION:** Applies to all employees of the department.

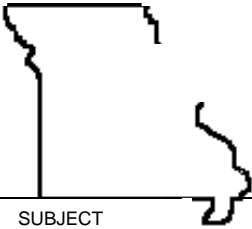
(1) In addition to rights and privileges otherwise specified by law, department operating regulations or facility policies, employees shall have the following rights:

- (A) To receive on-the-job or in-service training or instruction to perform their jobs;
- (B) To discuss with their supervisors matters of concern, including client care;
- (C) To suggest changes in facility practices and policies or department practices or operating regulations;
- (D) To protect themselves from bodily injury using only the amount of restraining force reasonably or apparently necessary to defend and protect themselves or to properly control, treat, or manage clients;
- (E) To question and have corrected errors in timekeeping records and computations of seniority;
- (F) To receive timely performance appraisals;
- (G) To receive or have access to written facility policies and department operating regulations;
- (H) To have the employer maintain confidentiality of employee personnel records, as provided by law;
- (I) To have another employee of the facility accompany the employee during investigatory interviews or other related meetings called by employer when employer has sufficient information to accuse the employee of committing an act which could result in the employee's demotion, suspension, or dismissal.

(2) Facilities shall post copies of this D.O.R. in the Employee Information Center and bulletin boards where general employee information or bids, or both, are posted.

(3) Failure to comply or assure compliance with the provisions of this Department Operating Regulation may be cause for disciplinary action up to and including dismissal.

(4) The Director of the Office of Human Resources will review and analyze any statutory, regulatory or policy changes as they occur to determine their effect on the provisions of this Department Operating Regulation and will make changes as necessary.



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*History: Original DOR effective October 15, 1981. Amendment effective November 1, 1992.  
Amendment effective July 1, 2002. Amendment effective August 15, 2002.*